

JOB DESCRIPTION

Batam, Indonesia

ACCOUNT EXECUTIVE

Employment : Permanent

Location : Batam, Indonesia

Job Title : Account Executive

Job Summary:

Duties/Responsibilities:

- Able to handle full set report in accounting (AP, AR, Bank, GL, Inventory)
- Understand Indonesia taxes regulation.
- Understand Bank Indonesia reports
- Support annual financial audit and any ad-hoc assignment as needed
- Assist in the preparation of annual budgets and forecasts
- Support in problem solving and further analysis, by assisting superior to define risk areas within accounts and apply the solution, and assisting superior to do analysis.
- Review physical inventory count reconciliation and resolve discrepancies.
- To carry out such duties and job functions as may be assigned to you from time to time by the manager and such duties are not necessarily limited to the above title and responsibilities and may be subject to changes.

Required Skills/Abilities:

- Bachelor's degree majoring in Accounting/Finance or full professional qualification (e.g. ACCA, CPA, CMA, CA).
- Minimum 5 years of experience in Accounting/Finance
- Proficiency in English on written and verbal communication is a must. Able to speak mandarin is an added advantage.
- In depth knowledge of Indonesia Accounting Standards (PSAK), tax regulations, government & industry legislation, etc.
- Preferred hands on experience in the accounting process using ERP system (e.g. SAP).
- Attention to detail with strong problem-solving & decision-making capabilities.
- High agility to work under ambiguity to initiate continuous improvement.
- Positive mindset and "Can DO" Attitude.

You can send your resume to...

Junan_gunawan@bizlinktech.com

(HR Manager)